

**EMPLOYERS** (School Districts/Charter Schools, Cooperatives, Employment Agencies) and Educator Preparation Programs (for Pre-service Teachers) paying for the state and federal criminal records check, follow these steps:

| EMPLOYER IS INITIATING THE BACKGROUND CHECK  | INSTRUCTIONS   | ONLINE LINKS<br>(All links may be found by going to arkansased.org, click on "E", then click on "Educator Licensure Unit", then on "Background Check Requirements")  |
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| <b>"EMPLOYER"</b> <ul style="list-style-type: none"> <li>School District</li> <li>Charter School</li> <li>Education Service Cooperative</li> <li>Employment Agency</li> <li>Educator Preparation Program (for Pre-service Teachers)</li> </ul> | <b>STEP ONE (PAYMENT)</b><br><br>To initiate online and be billed for the background check, you must be a subscriber to the ASP Online Background Check System through INA. (See Notes Below)  | Employer INA Subscription Link:<br><br><a href="https://www.ark.org/subscribe/index.php">https://www.ark.org/subscribe/index.php</a>   |
|  | <b>STEP TWO (CONSENT FORM)</b><br><br>Have your applicant complete the <b>ONLINE CONSENT FORM</b> . <ul style="list-style-type: none"> <li>The applicant should print the form when completed. (The applicant may download the form to a mobile device.)</li> </ul>  | Online Consent Form:<br><br><a href="http://adeaels.arkansas.gov/AelsWeb/Consent/Consent1.aspx">http://adeaels.arkansas.gov/AelsWeb/Consent/Consent1.aspx</a>  |
|  | <b>STEP THREE (FINGERPRINTING)</b><br><br>Direct the applicant to a live scan (electronic) fingerprinting location*. The applicant will need to bring with them: <ul style="list-style-type: none"> <li>The printed consent form.</li> <li>The applicant's government-issued photo ID</li> <li>The transaction number provided by the school district</li> </ul> | Go to: <a href="http://www.arkansased.gov/divisions/human-resources-educator-effectiveness-and-licensure/educator-licensure-unit/background-check-requirements">http://www.arkansased.gov/divisions/human-resources-educator-effectiveness-and-licensure/educator-licensure-unit/background-check-requirements</a><br><br>Under "Related Files" on the right side of the web page, choose:<br><br><p style="text-align: center;"><b>List of Approved Live Scan Locations</b></p> <p style="text-align: center;"><b>Map of Education Service Cooperatives</b></p> |

**Additional Notes:**

- \* When subscribing with INA, check the following boxes –
  - On "New Account Activation" screen, check Criminal Background Checks State Police
  - On "Criminal Background Checks" screen, check
    - ✓ EDUC Employment (Classified)
    - ✓ EDUC Employment (Fiscal Officer)
    - ✓ EDUC Employment (Substitute Teacher)
    - ✓ EDUC Licensed (Teacher) Transfer of Employment
    - ✓ EDUC Teacher (Licensure, Renewal, Lifetime)
    - ✓ EDUC Teacher (Pre-Service)
- \* Local law enforcement offices do NOT typically offer live scan fingerprinting for school employees.
- \* If electronic fingerprinting is not used or the fingerprints cannot be obtained by electronic fingerprinting, the applicant must obtain an **ADE preprinted fingerprint card**. **NO OTHER FINGERPRINT CARD IS ACCEPTED**. If a fingerprint card other than an ADE preprinted fingerprint card is used, the fingerprint card will be returned to the applicant, who will have to be re-fingerprinted. Note that a background check using a fingerprint card will take longer to process.
- \* If fingerprints are rejected by the FBI, the applicant will be asked to obtain inked fingerprints. The State Police will send the applicant a letter and the instructions in that letter should be followed explicitly. If the inked fingerprints are also rejected, the FBI will conduct a records check using the applicant's name.